



# LaGov HCM Quick Tips

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## Accurately Reporting Changes to Employee Salaries

*What reports can be utilized to determine changes to employee salaries?*

This Quick Tip has been developed in an effort to assist LaGov HCM agencies with collecting pay change data in the most efficient and effective manner. Civil Service staff recommends agencies take advantage of these reports in order to secure the requested information. Pay changes may be recorded several places in LaGov HCM, which depends on the reason such as IT0014, IT0015, or IT0008.

The [ZP74 Recurring/Additional Payments/Deds Detail Report or Deduction Balance](#) can be utilized to generate information for Recurring Deductions (0014) and Additional Deductions (0015). This information is related to those employees that are receiving payments in addition to their base salary, on a recurring basis, recurring for a limited period of time, and/or lump sum payments. Examples include, optional pay given in a lump sum, optional pay given over a limited number of pay periods, or rewards and recognition. The report can be generated by following the steps below:

- Generate the ZP74 for the period of 07/01/2010 – 03/23/2011
- Select on appropriate Personnel Area Number(s)
- Select wage types 0101-0230
- Select Display Variant */CSPayRpt* (this variant has been created to populate appropriate fields in the report)
- Export into Excel (if applicable)
- Add column to Excel spreadsheet that contains formula that will populate employee's annual salary

- Review the report and determine those items that will be needed to complete spreadsheets previously emailed to agencies by DSCS

The [ZP52 Basic Pay Audit Report](#) can be used by agencies to collect changes that occur to the employee's base salary, which may include pay for promotions, details, reallocations, and optional pay base pay adjustments. This data can be generated by following the steps outlined below:

- Generate the ZP52 for the period 07/01/2010-03/23/2011
- Select on appropriate Personnel Area Number(s)
- Select Display Variant */CSBaseRpt* (this variant has been created to populate appropriate fields in the report)
- Export into Excel (if applicable)
- Add column to Excel spreadsheet that contains formula that will populate employee annual salary
- Review

In addition to the instructions outlined above, instructions for identifying payments related to Shift Diff, On Call, and Premium Pay will be sent out to agencies. In order to collect this information, agencies are recommended to use the [ZP207 Wage Types/Basic Pay Audit Report](#).